



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received MAR 12 1973	Application No. 73-153 Date Completed MAR 15 1973
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Administration No. 2 Capitol Square Atlanta, Ga. 30334		4. Person to Contact Jim Keaton	
		5. Working Title Trans. Accts. Exec.	6. Tel. No. 656-5239

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE.

☐ DISPOSE OF PRESENT ACCUMULATIONS;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1950 - To Date	9. Exact Series Title Project Ledger File
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10. What is the function of the office in which this record series is created

The Division of Administration provides staff support to the Department in the areas of general accounting, audits and fiscal procedures, personnel and training, contracts procurement and administration, equipment control, purchasing, inventory and warehouse control, general files, records management, Department budget and air travel.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents/ledger relating to figures maintained relative to construction of all highway projects (Federally Funded, State Funded and Rural Road Authority). It displays amounts allotted to a project, expenditures actually made on the project balance and total amounts allotted to any project to date.

Included is primary document: Ledger, 8 1/2 X 14 inches

The ledger sheet is filed first by alphabetical prefix, then numerically by project number, and then alphabetically.

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records			
Letter-size File Drawers				4 * Ledgers per box 4 Cu ft			
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)			
Open Shelves		300	AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Year's
(Ledgers)				15	15	15	15

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ []
14. Is there a duplication of this series in another office or agency? ☒ []
A copy of project ledger is maintained in the field area.
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☒ []
This is a summary of charges and allotments to a project for a specific period of time.
16. Does the series contain classified information requiring security handling? ☐ [] ☒ []
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ []
18. Could the function be performed if the files were lost or destroyed?
Possible to reconstruct from Field File. - Not feasible. ☒ [] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ []
20. Does the record series provide data as input to an EDP file? ☒ [] ☐ []
Series itself is part of an EDP File.
21. Does the record series contain documentation produced as EDP printout? ☒ [] ☐ []
The Record Series itself is an EDP Printout.
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☐ [] ☒ []
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ []

24. REQUIREMENTS. The following requires the files to be kept indefinite years: While project is open.

a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☒ [] FEDERAL LAW e. ☐ [] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Federal Regulation PPM-30-9 requires project oriented records to be kept 3 years after final payment is made by the Federal Government to the State on Federally Funded Projects.

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

- ☐ [] CALENDAR YEAR - ☐ [] FISCAL YEAR - ☒ [] Other Completed Project. then:

☐ [] Hold in the current files area _____ month(s)/ _____ year(s):

☒ [] Transfer to ☒ [] State Records Center ☐ [] Local Holding Area; hold 3 year(s):

☒ [] Destroy.

☐ [] Transfer to State Archives for permanent retention.

☐ [] Destroy immediately after cut-off.

☐ [] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records pending special litigation should be kept until litigation is cleared.

Attach Samples of the Series

John J. Kitchener

Records Management Officer

1-18-72

Date

26. Recommendations		<input type="checkbox"/> [] Approved	<input type="checkbox"/> [] Disapproved	Head of Agency/Designee	Date
in Paragraph 25 are:	State	<input checked="" type="checkbox"/> [] Approved	<input type="checkbox"/> [] Disapproved	<i>William M. Giffen</i>	<u>3-13-77</u>
	Records	<input checked="" type="checkbox"/> [] Approved	<input type="checkbox"/> [] Disapproved	<i>Carroll Hart</i>	<u>Mar 9, 1975</u>
	Committee	<input checked="" type="checkbox"/> [] Approved	<input type="checkbox"/> [] Disapproved	<i>John J. Kitchener</i>	<u>3-14-73</u>